



## YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

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Applicable ACA Standards: 2-7070, 2-7075, 2-7076, 2-7078, 2-7098, 2-7103, 2-7104, 2-7105, 2-7107, 2-7108, 2-7109, 2-7110, 2-7111, 2-7112, 2-7115, 2-7117, 2-7118, 2-7119, 2-7121, 2-7122, 2-7125, 2-7126, 2-7130, 2-7131, 2-7133, 2-7137, 2-7138, 2-7139, 2-7140, 2-7147, 2-7148, 2-7151, 2-7152, 2-7175, 2-7178, 3-JCRF-1A-15, 3-JCRF-1E-06, 3-JCRF-5A-12, 3-JCRF-5B-01, 3-JCRF-5B-03, 3-JCRF-5B-04, 3-JCRF-5B-05, 3-JCRF-5F-01	Revision Date: 05-15-03, 02-10-04, 09-15-04, 01-09-06, 11-06-06, 11-23-07, 10-10-08, 01-06-09, 08-17-09, 05-24-10
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

### I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures to perform quality case management. This procedure provides an overview of the procedures to follow to effectively manage a case from the time the youth is committed to the Department of Corrections for placement in a secure facility, until the youth is discharged from juvenile parole. YCC will maintain cooperative working relationships with public and private service agencies. Placements of youth in Foster or Group Care facilities or programs shall comply with all applicable Montana State Statutes pertaining to foster and group care as well as all Administrative Rules of Montana established by the Department of Public Health and Human Services. Foster or Group Home parents will be oriented and trained to ensure they understand their rights and responsibilities as foster parents, the rights and responsibilities of the Department, and the rights of the youth. When youth are placed in facilities or programs having a contract with the Department of Corrections, additional standards as described in this policy shall apply. This procedure will be reviewed annually and updated as needed.

### II. DEFINITIONS:

**Case Progress Review Report / Parole Officer Summary** - a specific individualized plan, developed to guide the Juvenile Parole Officer's approach to supervising the youth and to inform the parolee of expectations. The Case Progress Review Report / Parole Officer Summary should build upon the Institutional Case Plan. The plan will include goals with projected time lines and completion dates.

**Courtesy Supervision** - the direct supervision of a youth who resides in a juvenile parole officer's region but originates from outside the region (another county) or out of state under Interstate Compact for Juveniles (ICJ).

**Direct Supervision** - supervision of a youth residing in the primary juvenile parole officer's region.

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**Foster Care Provider** - an individual or family licensed and authorized by the Department of Public Health and Human Services (DPHHS) pursuant to rules, regulations and standards adopted by DPHHS for such providers.

**Indirect Supervision** - supervision of a youth who is assigned to a juvenile parole officer but resides in Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility or out of state under Interstate Compact for Placement of Children (ICPC).

**Primary Officer** - the juvenile parole officer with jurisdiction in the county where the youth's parent(s), guardian(s), custodian(s), or their representative(s) resides. In most instances this will be in the county of commitment. The primary officer is responsible for case planning for the youth while under supervision.

**Shared Supervision** - supervision of a youth who is primary to a juvenile parole officer but resides in another region, at the Great Falls Youth Transition Centers, or out of state under ICJ.

**Youth** - an individual aged 10 through 17 who has been court-ordered to the Department of Corrections for placement into a secure care facility.

### III. PROCEDURES:

- A. A youth is screened at the Youth Placement Committee to determine if secure care placement is appropriate. The Juvenile Parole Officer (JPO) is the Department's representative to the Youth Placement Committee. When appropriate, a recommendation to the Youth Court Judge is submitted for the youth to be committed to the Department of Corrections for placement in a secure facility. In order for the youth to be placed with the Department of Corrections, the Youth Court Judge must order the youth committed to the department for placement in a youth correctional facility. **When possible, the JPO should attend the commitment hearing and make contact with the family to begin the planning process.**

The JPO and the YCC Bureau Chief will review the court order for legal commitment to the Department. When specific services ordered by the court or releasing authority are not available, the field staff should return the case to the court or releasing authority for further dispositional consideration.

- B. A youth committed to the department for placement in a youth correctional facility (placed in confinement) will be assigned to a field staff member (Juvenile Parole Officer) within 10 days of secure confinement, and the assigned field staff (Juvenile Parole Officer) will initiate contact with the youth. Upon commitment to a youth correctional facility and upon taking physical custody of a youth at the designated facility, the Primary Officer will request that the Youth Court Probation Officer transfer the youth's case by automation file (CAPS). The Officer will ensure the youth's placement at the secure care facility is entered into the automation system.

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- C. The Primary Officer will ensure that an initial phone contact with the youth and Youth Correctional or other secure care facility Case Manager/Caseworker occurs within 30 days of the youth's arrival at the youth correctional facility.
- D. The Primary Officer will receive from the facility within 30 days of the youth's arrival a packet of information. The Primary Officer will develop and organize the field file. (Refer to [YCC 60-20, Uniform File Organization](#)). The officer may develop a face sheet or use face sheet provided by facility and shall begin documentation of chronological contacts on the Youth Management System (YMS). The officer may also use YCC 60-1(A), Chronological Face Sheet ([Large](#)) / ([Small](#)) and YCC 60-1 (B), Youth Contact Chronological Verification ([Large](#)) / ([Small](#)) when in the field to be later transferred to YMS.
- E. The Youth Correctional Facility will send a Field Investigation Request and the Parole Officer will respond as indicated in [YCC 60-2, Field Investigation Request](#).
- F. If court order requires, or home investigation indicates necessity, the JPO will advise parent(s), guardian(s), custodian(s), or their representative(s) of requirements for counseling or other interventions prior to youth's placement in the home. JPO may counsel parent(s), guardian(s), custodian(s), or their representative(s) to attend certain meetings with the officer or with other persons licensed to provide the desired services.
- G. Once the field investigation is completed and placement is approved, the officer who will be directly supervising the youth will forward the original parole agreement to the youth correctional facility for signatures from the youth, facility Caseworker/Case Manager and the Superintendent. If applicable, the Superintendent or designee will initiate the Sexual/Violent Offender Registration Form and Duty to Register letter. The JPO will notify victims of their rights if court ordered and if the [Sexual/Violent Offender Registration](#) Form and [Duty to Register Letter \[YCC 60-6 \(A\)\]](#) have not been completed, the JPO will do so. (Refer to [YCC 60-6, Sexual and Violent Offender Registration](#), and [YCC 60-9, Victim Rights and Notification](#).)
- H. For youth identified as Reentry Program Participants, additionally follow the process outlined in the [Youth Reentry Activities and Responsibilities \[YCC 60-1 \(F\)\]](#). Youth will, wherever possible, have a pre-placement visit to begin coordinating with the community support team for successful community reentry. The community team members can include, but not be limited to, the youth's parents, the guide home parents, Case Managers, Mental Health Counselors, Addiction Counselors, Social Workers, Family Support Services Staff, Group Home staff, Mentors, Parish Nurses, School Counselors, School Resource Officers, School Administrators or Teachers, Employment Specialists, and other family members.

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- I. For youth returning home consider Family Guide Services if the family and youth are receptive and services are available in the area of family residence.
- J. For Parolees placed in out-of-home care:
  1. The direct supervision officer shall determine prior to out-of-home placement if the proposed placement is in full compliance with all current licensing standards and is operating under licensure of DPHHS in Montana or a corresponding agency in another state, and assure an [Authorization to Release Information \[YCC 60-14 \(D\)\]](#) has been completed.
  2. Either a JPO or a Regional Administrative Officer will inspect and evaluate every community program used by the YCC Bureau on an annual basis using the [Inspection of Community Program \[refer to YCC 60-1 \(K\)\]](#) form.
  3. The YCC Bureau's Regional Administrative Officers may assist with determining current license status of potential foster and group care providers and obtaining [YCC 60-14 \(C\), Background Check Request](#) and [YCC 60-14 \(D\), Applicants Authorization to Release of Information](#).
  4. Prior to the youth's release or transfer, every effort will be made to involve the youth and the youth's parent(s), guardian(s), custodian(s), or their representative(s). The JPO will send a written notice to the parent(s), guardian(s), custodian(s), or their representative(s) advising of the transfer of placement. [Refer to [YCC 60-1\(H\) Sample Letter](#).] If the placement is a Guide Home, list the address of the respective office [Youth Homes (YHI) or Youth Dynamics, Inc. (YDI)]. Refer to [YCC 60-1 \(L\) Sample Letter of Written Notice for Guide Home Placement](#). **Security concerns may delay notification to parent(s), guardian(s), custodian(s), or their representative(s).**
  5. Placing workers shall provide to foster and group care providers current names and phone numbers of DOC agency staff members to be contacted during a crisis that may occur after regular working hours to assure the provision of 24-hour access.
  6. Foster and group care providers shall be informed in writing of agency policy involving disciplinary actions, which prohibit, at a minimum, corporal punishments of any kind; threats, derogatory remarks, or other verbal abuse directed toward the youth or his/her natural parents; deprivation of meals; deprivation of visits with the natural parents without prior consultation with the agency representative; depriving the youth of the opportunity to participate in their religious faith as they choose, and any unusual or unnecessary punishment [refer to [YCC 60-1 \(E\), Disciplinary Action Restrictions](#)]. Placing workers shall review [YCC 60-1 \(E\)](#) with guide home parents during the youth's initial meeting with the JPO and obtain providers' signature(s) on two original dated documents. Placing

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workers shall leave one signed copy of the document with the provider and place one copy in the youth's parole file.

7. If a youth remains in a foster/group home or psychiatric residential treatment facility placement for three months, the JPO will submit a written report in the Pre-Approval of Proposed Placement and Service Options & Justification of Extended Stay [YCC 60-17(D)] to the YCC Bureau Chief for approval and send a copy to the County of Commitment Court stating the justification for keeping the youth in the placement.
  8. An updated case file for any juvenile transferred from one facility to another is transferred simultaneously or at the latest within 72 hours.
- K.** When a youth moves from one region to another, the Primary Officer will remain the same, but courtesy supervision will be provided by the officer where the youth resides.
- L.** Prior to the youth's release to parole, the correctional facility will submit a [Request for Student ID \[YCC 60-1 \(P\)\]](#) to the Youth Services Division (YSD) Administrative Officer, or designee. If the youth does not receive their ID or loses their ID, parole officers may request one by completing a [Request for Student ID \[YCC 60-1 \(P\)\]](#) and submitting to the YSD Administrative Officer, or designee.
- M.** When the youth is approved to return to the community, a [Case Progress Review Report / Parole Officer Summary \[YCC 60-1 \(G\)\]](#) shall be developed within 30 days after the youth's release from the correctional facility. If a youth is entering the Youth Transition Centers (YTC), a [Case Progress Review Report / Parole Officer Summary \[YCC 60-1 \(G\)\]](#) must be developed within the first 21 days of admission. The [Case Progress Review Report / Parole Officer Summary \[YCC 60-1 \(G\)\]](#) will include areas of need identified in the field investigation request and should coordinate with the institutional case plan.
- N.** The JPO will give reporting instructions to the youth prior to his/her release. The JPO is required to inform the parent(s), guardian(s), custodian(s), or their representative(s) of the first meeting with the youth and request their presence at the orientation. The JPO shall meet with the youth and parent(s), guardian(s), custodian(s) or their representative(s) within 24 hours of placement, excluding weekends and holidays.
1. The [Parole Orientation form, YCC 60-1\(D\)](#) is initialed and signed at this meeting, informing the youth of all applicable items. The JPO will discuss the rules of parole with the youth and parent(s), guardian(s), custodian(s), or their representative(s). A [Notification of Search \[YCC 60-5 \(A\)\]](#) form is introduced to the parent(s), guardian(s), custodian(s), or their representative(s) and the JPO will request their signature on this form. (Refer to [YCC 60-5, Searches of Youth , Vehicles, Residence, and Confiscated Property.](#)) The JPO will review with the youth and parent(s), guardian(s), custodian(s) or their representative(s) policies

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[YCC 1.3.52, Youth Abuse/Mistreatment](#) and [YCC 1.3.12, Staff Conduct with Current and Discharged Youth](#). The youth and parent(s), guardian(s), custodian(s) or their representative(s) will be informed that copies of these policies are available from the Department of Corrections website (<http://www.cor.mt.gov/YouthServices/default.mcp>). The JPO will review with the youth and parent(s), guardians(s), custodian(s), or their representative(s) policy [DOC 1.3.14, Prison Rape Elimination Act](#) and [DOC 1.3.15, Americans with Disabilities Act](#). The youth and parent(s), guardian(s), custodian(s) or their representative(s) will be informed that a copy of this policy is available from the Department of Corrections website (<http://www.cor.mt.gov/Resources/Policy/default.mcp>). If the parent(s), guardian(s), custodian(s), or their representative(s) do not have access to the internet, copies of the policies will be provided. The JPO will give the youth and parent(s), guardian(s), custodian(s) or their representative(s) the Grievance Procedure and form [Refer to [60-12, Youth Grievance Procedures](#) and [YCC 60-12\(A\), Montana Juvenile Parole Youth Grievance Form](#)] along with a brief explanation of the procedure. The youth and parent(s), guardian(s), custodian(s) or their representative(s) will be informed a copy of the form [[YCC 60-12 \(A\)](#)] is available from the Department of Corrections website (<http://www.cor.mt.gov/YouthServices/default.mcp>). If the parent(s), guardian(s), custodian(s), or their representative(s) do not have access to the internet, copies of the form will be provided. The youth, parent(s), guardian(s), custodian(s), or their representative(s) and officer will sign the parole agreement (refer to [YCC 60-3, Juvenile Parole Agreement](#)) and a copy is given to the youth and parent(s), guardian(s), custodian(s), or their representative(s).

2. Review [Medication Information Form \[YCC 60-1 \(I\)\]](#) if received from correctional facility. Ensure community medical follow-up. Complete [Medication Finance Checklist \[YCC 60-1 \(J\)\]](#) to assure finances to purchase medications.
3. Provide youth with a copy of [Juvenile Advisory of Rights, Parental Notification and Waiver Form \[YCC 60-1 \(M\)\]](#) to assure rights are understood when questioned by law enforcement. Provide youth with a completed, signed copy of the [Parole Orientation Checklist \[YCC 60-1 \(D\)\]](#)

- O. The [Case Progress Review Report / Parole Officer Summary \[YCC 60-1 \(G\)\]](#) is introduced to the parent(s), guardian(s), custodian(s), or their representative(s) and youth. To the extent possible, youth and parent(s), guardian(s), custodian(s), or their representative(s) will take part in program planning and decisions to determine assignments and projected completion time lines. The plan must be agreed upon prior to the signing of this document. JPO will review and discuss the field supervision plan ([Case Progress Review Report / Parole Officer Summary \[YCC 60-1 \(G\)\]](#)) with the youth and parent(s), guardian(s), custodian(s), or their representative(s) on an as-needed basis and adjust the plan in accordance with the youth's performance. Youth placed at the YTC



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will have their field supervision plan (Case Progress Review Report) reviewed every two weeks by YTC staff. Any changes to the field supervision plan ([Case Progress Review Report / Parole Officer Summary \[YCC 60-1 \(G\)\]](#)) is reviewed and discussed with the youth and documented by staff and youth signatures. When appropriate, the JPO will work jointly with the parent(s), guardian(s), custodian(s), or their representative(s) to develop a supervision/case plan that includes objectives and a projected date of termination. Document should be signed within first 30 days of placement. Once signed, the youth and parent(s), guardian(s), custodian(s), or their representative(s) are given a copy.

- P.** The JPO will administer the approved assessment tools within 30 days of the youth's release. The assessment will determine the youth's continuing level of supervision (program needed and level of control), subsequent reporting standards (maximum, medium, or minimum), and will assist in determining continuing case plan goals. Reassessment will be completed at least every three months while the youth is on parole supervision. Youth will be reclassified immediately when assessment indicates need.
- Q.** Case management for a youth on direct supervision should include:
1. Face-to-face contacts with youth based on the supervision level. (Refer to [YCC 60-4, Supervision Standards](#)) The youth should be monitored outside of the office to include the youth's home, school or work sites. JPOs will also provide guidance to youth about pro-social leisure time programs and activities available in the community. JPO safety must take precedence when conducting home visits or searches. Youth in community placements other than their homes shall be contacted in person at least monthly unless such a placement is at least 500 miles (round trip), except for interstate placements, from the supervising officer, in which case in-person contacts are required every other month with two telephonic contacts in each month where no in person contacts take place.
  2. Conducting monthly Re-Entry Team meetings that include participation from the individuals and professionals that work closely with the youth. The persons involved in these meetings will usually be those individuals that attended the Pre-Placement meeting prior to the youth's release from a youth correctional facility. The purpose of these team meetings is to review the youth's progress, case plan, and all new information regarding the youth's behavior, new evaluations or assessments, and specific recommendations from specific team members; to enhance ongoing communication and teamwork with those persons working directly with the youth; and to discuss, decide, implement any new changes to the youth's case plan, and affirm positive youth progress. The parole officer should use these meetings to gain as much valuable information on the youth's progress as possible.

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3. Transport will be made available to youth for appropriate community programs when needed.
4. Collateral contacts should include parent(s), guardian(s), custodian(s), or their representative(s), relatives, school officials, employers, chemical dependency and/or mental health counselors, probation officers, law enforcement, community service supervisors, and other youth providers. JPOs will assist employable youth in finding suitable employment by connecting to the Department of Labor and Industry resources, assisting with job applications, and transportation when necessary. Video conferencing visits are another option for case planning and ongoing communication (refer to [YCC 60-23, Video Conference Visiting](#)).
5. The JPO shall ensure all contacts are made according to the supervision plan and have a specific purpose. All face-to-face and collateral contacts about the youth are documented in the chronological history form. Case management should be documented: this may include but is not limited to conducting a urinalysis for youth drug usage, conducting searches upon reasonable suspicion, verifying restitution payments through youth court, issuing travel permits and applying for Interstate Compact.
6. Unless prohibited by statute, emergency assistance and services can be provided to released youth who request such help.
7. Prior to the youth's discharge the JPO will assist the youth with connection to community resources. The JPO will assist the youth in obtaining important documentation such as original Birth Certificates and Social Security cards, Selective Service cards, etc. The JPO will provide the youth with referral list for youth being discharged. [\[YCC 60-1 \(O\), Referral list for Youth Aging Out\]](#)

**R.** Case management for a youth under indirect supervision should include:

1. A minimum of one phone contact per month with the youth, parent(s), guardian(s), custodian(s), or their representative(s), courtesy supervision officer or facility Case Manager/Caseworker.
2. If the youth is placed into a residential program, then the primary officer is responsible for opening Medicaid and entering the information on the youth via the established automated system.
3. The original field file is sent to the courtesy supervision officer providing direct supervision of the youth. The primary officer will retain a copy of relevant file materials.



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4. When youth are placed in an out-of-state facility a parole representative or Montana facility representative will visit the out-of-state facility as often as directed by the YSD Administrator and complete an [Out-of-State Facility Review \[YCC 60-1 \(Q\)\]](#) and an [Out-of-State Facility Review Youth Interview \[YCC 60-1 \(R\)\]](#) form for each youth.
- S. Violations of a youth's Juvenile Parole Agreement will be addressed using the following Juvenile Parole Standard Operating Procedures: [YCC 100-1, Parole Violation Overview](#); [YCC 100-2, Interventions - Graduated Sanctions](#) and/or [YCC 100-4, On-Site Hearing](#).
- T. The primary officer of the youth will complete and submit a final discharge from the Department of Corrections. A final discharge is appropriate when there is an expiration of commitment order, adult criminal conviction, or an early discharge per [YCC 110-1, Discharge-Juvenile Parole](#).
- U. The YCC Bureau Chief establishes or participates in the establishment of policies and procedures for collecting, recording, organizing, processing, and reporting field services data developed for management information purposes; these policies are reviewed at least annually.
  1. At a minimum, quarterly reports are received from those individuals in charge of the information system and research program.
  2. The YCC Bureau Chief and designated staff participate with researcher in deciding what questions should be addressed, what data should be gathered, and how that data should be presented (refer to [DOC 1.6.2, Statistics and Data Quality Activities](#)).

#### IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

#### V. REFERENCES:

<a href="#">53-1-203, MCA</a>	<a href="#">Powers and Duties of Department of Corrections</a>
<a href="#">DOC 1.1.3</a>	<a href="#">Organization and Responsibility</a>
<a href="#">DOC 1.3.12</a>	<a href="#">Staff Association and Conduct with Offenders</a>
<a href="#">DOC 1.3.14</a>	<a href="#">Prison Rape Elimination Act (PREA)</a>
<a href="#">DOC 1.6.2</a>	<a href="#">Statistics and Data Quality</a>
<a href="#">YCC 1.1.3</a>	<a href="#">Organization and Responsibility</a>
<a href="#">YCC 1.3.12</a>	<a href="#">Staff Conduct with Current and Discharged Youth</a>
<a href="#">YCC 1.3.52</a>	<a href="#">Youth Abuse/Mistreatment</a>
<a href="#">YCC 60-2</a>	<a href="#">Field Investigation Request</a>

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<a href="#"><u>YCC 60-3</u></a>	<a href="#"><u>Juvenile Parole Agreement</u></a>
<a href="#"><u>YCC 60-4</u></a>	<a href="#"><u>Supervision Standards</u></a>
<a href="#"><u>YCC 60-6</u></a>	<a href="#"><u>Sexual and Violent Offender Registration</u></a>
<a href="#"><u>YCC 60-9</u></a>	<a href="#"><u>Victim Rights and Notification</u></a>
<a href="#"><u>YCC 60-12</u></a>	<a href="#"><u>Youth Grievance Procedures</u></a>
<a href="#"><u>YCC 60-14</u></a>	<a href="#"><u>Independent Living</u></a>
<a href="#"><u>YCC 60-20</u></a>	<a href="#"><u>Uniform File Organization</u></a>
<a href="#"><u>YCC 100-1</u></a>	<a href="#"><u>Parole Violation Overview</u></a>
<a href="#"><u>YCC 100-2</u></a>	<a href="#"><u>Interventions - Graduated Sanctions</u></a>
<a href="#"><u>YCC 100-4</u></a>	<a href="#"><u>On-Site Hearing</u></a>
<a href="#"><u>YCC 110-1</u></a>	<a href="#"><u>Discharge - Juvenile Parole</u></a>

## VI. ATTACHMENTS:

[YCC 60-1 \(A\) Chronological Face Sheet \(Large\) / \(Small\)](#)  
[YCC 60-1 \(B\) Youth Contact Chronological Verification \(Large\) / \(Small\)](#)  
[YCC 60-1 \(C\) Client Contact Verification \(Large\) / \(Small\)](#)  
[YCC 60-1 \(D\) Parole Orientation Checklist](#)  
[YCC 60-1 \(E\) Disciplinary Action Restrictions](#)  
[YCC 60-1 \(F\) Youth Reentry Activities and Responsibilities](#)  
[YCC 60-1 \(G\) Case Progress Review Report / Parole Officer Summary](#)  
[YCC 60-1 \(H\) Sample Letter of Written Notice to Parent\(s\), Guardian\(s\), Custodian\(s\) or their Representative\(s\)](#)  
[YCC 60-1 \(I\) Medication Information Form](#)  
[YCC 60-1 \(J\) Medication Finance Checklist](#)  
[YCC 60-1 \(K\) Inspection of Community Program](#)  
[YCC 60-1 \(L\) Sample Letter of Written Notice for Guide Home Placement](#)  
[YCC 60-1 \(M\) Juvenile Advisory of Rights, Parental Notification, and Waiver Form](#)  
[YCC 60-1 \(N\) Montana Placement Guideline Scoring Manual](#)  
[YCC 60-1 \(O\) Referral list for Youth Aging Out](#)  
[YCC 60-1 \(P\) Request for Student ID](#)  
[YCC 60-1 \(Q\) Out-of-State Facility Review](#)  
[YCC 60-1 \(R\) Out-of-State Facility Review Youth Interview](#)  
[YCC 60-1 \(S\) Parent Letter Requesting Meeting](#)